DOCUMENT RESUME

ED 371 233 CE 066 766

TITLE	Between the Lines. A Basic Skills Newspaper Pack.
INSTITUTION	Adult Literacy and Basic Skills Unit, London (England).
REPORT NO	ISBN-1-870741-81-1
PUB DATE	Jan 94
NOTE	80p.
AVAILABLE FROM	Adult Literacy and Basic Skills Unit, 7th Floor, Commonwealth House, 1-19 New Oxford Street, London WC1A 1NU, England, United Kingdom (16 British pounds).
PUB TYPE	Guides - Classroom Use - Instructional Materials (For Learner) (051)
EDRS PRICE	MF01/PC04 Plus Postage.
DESCRIPTORS	*Adult Basic Education; *Adult Reading Programs; *Basic Skills; Foreign Countries; Learning Activities; *Literacy Education; *Newspapers; Numeracy
IDENTIFIERS	*United Kingdom

ABSTRACT

This document incorporates source materials from local and regional newspapers from different parts of the United Kingdom into learning activities to develop literacy skills. The activities are organized into seven sections as follows: local newspapers (types of local newspapers, regular and special features, columns and blocks, and reading the newspaper); classified ads (using the classified ads, commonly used abbreviations, family notices, and writing and placing advertisements); jobs (understanding key points of job advertisements, assessing one's skills, finding jobs, requesting application forms, and advertising oneself); understanding and responding to special offers; special information (historical information, photographs, community information, and writing to newspapers); extending your skills (understanding headlines, types of news, understanding new words, and horoscopes); and using the newspaper for reference (television listings, weather information, and telephone lines). The document has been developed in an open learning format and may be used for assignments, development of skimming and scanning skills, individual study, and development of indexing skills. Throughout the document, tasks are linked to communication and numeracy competencies. (MN)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED 371 233

BETWEEN THE Lines

A BASIC SKILLS NEWSPAPER PACK

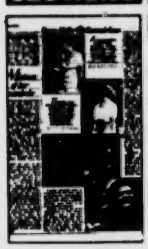
SECTION 1
LOCAL NEWSPAPERS

SECTION 3
JOBS

EMPLO WAN

IMAGINATIVE CHEF
for pub/restaurant in Bourne End.
Please Tel: Mrs. Marsh on (0000) 000000.

SECTION 5



DID YOU KNOW?

YOUR LETTERS

AQUARIUS
21 Jan to 19 Feb

SECTION 6
EXTENDING YOUR SKILLS

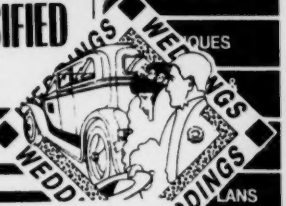
CAPRICORN
21 Dec to 20 Jan

SECTION 4
SPECIAL OFFERS

PARIS £66

SECTION 2
CLASSIFIED ADS

CYCLES
QUES
LANS
SEHOLD
NTED



SECTION 7
USING THE NEWSPAPER FOR REFERENCE

ALBSU *The Basic Skills Unit*
Registered Charity No. 327996

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
☐ This document has been reproduced as received from the person or organization originating it.
☐ Minor changes have been made to improve reproduction quality.
• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

L Scott

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

CE066766

BEST COPY AVAILABLE

BETWEEN THE Lines

A BASIC SKILLS NEWSPAPER PACK

ALBSU Registered Charity No. 327944 The Basic Skills Unit

Acknowledgements

Thanks are extended to the American Newspaper Publishers Association for agreeing the use of their material *Using Newspapers* for the development of this pack and to Keith Harcourt of Northcliffe Newspapers, *Newspapers in Education* for his advice and assistance.

We would like to thank the following newspapers for the use of their extracts:

The Yorkshire Evening Post; The Evening Gazette, and the Northampton *Chronicle and Echo*.

Additionally we would like to thank *British Telecom* for the provision of any telephone numbers displayed; all telephone numbers reproduced in this publication are fictitious.

© The Adult Literacy and Basic Skills Unit
7th Floor, Commonwealth House, 1-19 New Oxford Street, London WC1A 1NU.

Photocopying in part or in whole, for education use only, is permitted.
Otherwise no part of this publication may be photocopied,
recorded or otherwise reproduced, stored in a retrieval system
or transmitted in any form or by any electronic or mechanical means
without the prior permission of the copyright owner.

Published January 1994

ISBN 1 870741 81 1

Design: Studio 21

Contents

Section 1: Local Newspapers 5
Which local newspaper? 6
Beyond the front page 8
Finding your way around 9
Which page? 11
Special features 12
Columns and Blocks 13
Reading the newspaper 14

Section 2: Classified Ads 17
Using the classified ads 18
Where will I find . . . ? 20
New or old? 21
What does it mean? 23
Writing adverts using abbreviations 25
Writing a classified advert 26
Family notices 27
Putting an advert in the newspaper 28
Classified tasks plus! 30

Section 3: Jobs 31
VACANCIES and vacancies 32
Getting key points from a job advert 34
Looking at your skills 35
Writing about yourself 37
Finding your job 38
Asking for an application form 40
Advertising yourself 42
Job tasks plus! 43

Section 4: Special Offers 45
Special offers 46
Half price vouchers 47
Holiday offers 48
Getting what you want 49
Special offers tasks plus! 50

Section 5: Did you know! 51
Yesteryear 52
Photographs in the news 53
Writing to a newspaper 54
Community information 55
Did you know tasks plus! 57

Section 6: Extending your skills 59
Making sense of the headlines! 60
Which headline 61
Types of news 62
Understanding new words 63
Making news 64
News triangles 66
News in brief 67
People in the news 68
N is for . . . 69
Horoscopes 70
Extending your skills tasks plus! 71

Section 7: Using the newspaper for reference 73
What's on? 74
The weather page 76
Telephone lines – how much do they cost? 78
Reference tasks plus! 79

How to use this pack

Between the Lines is an open learning pack that will help you to get the most out of reading your local newspapers. The seven sections look at a different part of the newspaper and the information that they give. You can look first at the sections that interest you, and then work on the rest of the pack.

The signposts help you with the tasks. The bar at the bottom of each page tells you which unit and elements of Wordpower and Numberpower can be achieved, if you follow the tasks on that page. If you are using newspapers as a theme to improve your basic skills, this pack will help you to gather the evidence you need for Wordpower and Numberpower.

It will help you to have copies of *your* local newspaper with you as you work through the pack.

Key

In this pack there are signposts on every page.

They will help you with the tasks.

Here are the signposts and what they mean:

write

read or look

information

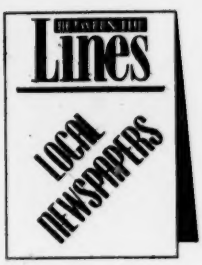
talk to a tutor

skills

go to another task for further practise or help.

SECTION 1

Which local newspaper?



Use these tasks to:

- **think about different newspapers**
- **help you to decide which to buy.**

Each local newspaper has its own style.

For example:

Some newspapers use colour photographs.
Others use black and white.

Some are called tabloids.
Others are called broadsheets.

"Tabloid" and "broadsheet" are sizes of newsprint.

For example:

They also have different political opinions and views.

Broadsheet

Tabloid

Have a look at the newspapers for sale in your local newsagent.

Find the name of a local tabloid and a local broadsheet.

For example:

The Sun and Daily Mail are **national** tabloids.

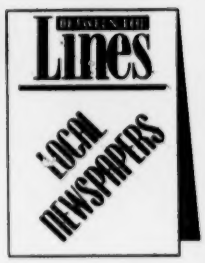
The Guardian and The Times are **national** broadsheets.

Write the names here:

a local tabloid is .....

a local broadsheet is .....

Which local newspaper?



Talk to a tutor about the newspapers on sale in your area.
Buy a few examples to look at.
You may also get free ones delivered to your home.

Some talking points:

- How many local newspapers are there?
- Do you always buy the same paper?
- If you don't buy a paper, why not?
- Which do you find easier to read – a tabloid or a broadsheet?
- Do you think newspapers are good value for money?
- Who do you think newspapers are written for?
- Which newspaper catches your eye?

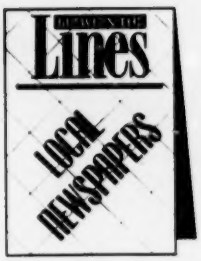
Decide which local newspaper you are going to use.

Then use this pack to help you:

- get the most from your newspaper
- improve your reading and writing skills
- and practise some maths!

Try using a different newspaper from time to time. You will soon become confident with them all.

Beyond the front page



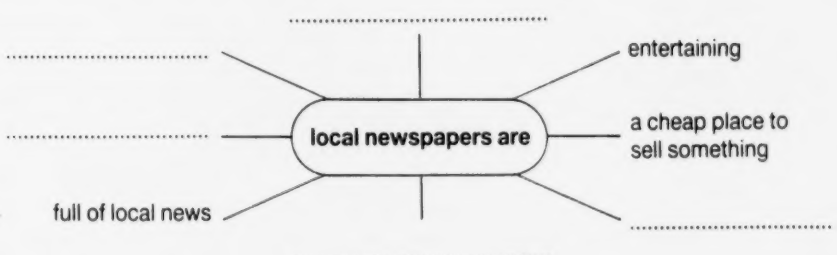
Use these tasks to:

- ► **see what you already know about local newspapers**
- ► **find out what other people think about them.**

What do you already know about local newspapers?

Here are some ideas.

Add the things you've thought of:



Many people buy local newspapers. Why?

Ask 3 or 4 people why they buy a local newspaper.

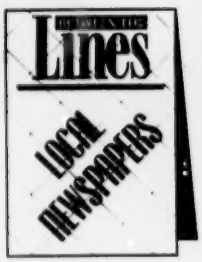
Make a list of reasons. It may look like this one:

- to find out about local events
- to read the sports pages
- to find out what's on T.V.
- to get the local news
- to look for bargains
- to see what's on at the cinema

To get the most from your newspaper you have to know what's in it.
Try the tasks on pages 9 and 10 to help you find out.

There are hundreds of local newspapers in the UK. Your area may have more than one to choose from.
Try the tasks on pages 6 and 7 to help you choose a newspaper.

Finding your way around



Use these tasks to:

- **help you understand what an index is**
- **find the index in your local newspaper**
- **look at different types of newspaper indexes.**

Newspapers are full of information. It isn't always easy to find what you're looking for.

The index will help you find things quicker. It tells you which page to look at.

A newspaper index:

- lists all the main sections
- gives their page number.

Here is an example.

INDEX

Talk of the Land	**8**
Living Cornwall	**10**
Letters	**12 and 21**
Just A Thought	**12**
Up Front	**13**
Fanfare	**13**
Weddings	**15**
Chess	**16**
Women's Institutes	**20**
Obituaries	**22**
Sport	**23 and 24**
Property	**c1**
What's On	**c25**
Crossword	**c26**
TV	**c26**

Look at the front page of your newspaper. Find the index.

If you can't find it look for the clues that will help you. Sometimes the word index may not be used. Look out for "What's inside" and "Contents" instead.

Full index, page 2

Write down 3 sections that are included and their page number.

1. ..... page .....
2. ..... page .....
3. ..... page .....

Finding your way around

Some newspapers use a different type of index.

For example:

Tonight

BT profits drop

PROFITS at BT, which had one of the biggest voluntary redundancy programmes in British industry, have plunged. The company, which last time rang up profits of about £97 a second, can now only manage £62 a second.
■ Full story — page 2

★ Mick Hucknall

What price CDs?

WHAT do you think CDs by stars like Mick Hucknall's Simply Red should cost?
■ Your views — page 6

This index has details about

- the story
- the page number
- the headline for the story
- next week's special feature

Newspapers also use photographs in the index.

Why do you think they do this?

To practise using a newspaper index try the tasks on pages 11 and page 19

Which page?

Lines LOCAL NEWSPAPERS

Use these tasks to:

- **practise using a newspaper**
- **get to know your newspaper.**

If you're not sure what an index is try the tasks on page 9.

Use the index in your newspaper to find the following:

weather report	page .....
T.V. guide	page .....
local news	page .....
sports page	page .....
family notices	page .....
letters	page .....

Check to see if they change page from day to day.

You will need to buy the newspaper everyday!

	page	*name of section*
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Special features

Lines LOCAL NEWSPAPERS

Use these tasks to:

- **understand what a special feature is**
- **find them in your local newspaper.**

Some reports and sections do not appear in the newspaper every day.

These are called special features. They are special because they look at one topic in detail.

For example:

PROPERTY POST

could include

houses for sale
estate agents
mortgage details

Women's Post

could include

women in the news
women's health
women's fashion

Special features usually come out once a week.

Sometimes they are:

- a page in the newspaper
- a pull-out section.

Jobsearch
11 PAGES OF VACANCIES
THURSDAY

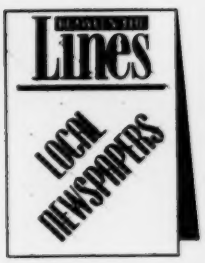
Find out what the special features are in your local newspaper?

Fill in the details below:

Special features	*Day in newspaper*	*Page or pull-out*
for example: Women's Post	Wednesday	Pull-out

It may help to use the newspaper index. If you're not sure how to, try the tasks on page 9.

Columns and Blocks



Use these tasks to:

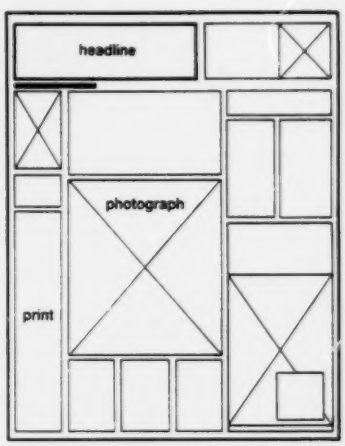
- **get to know your local newspaper**
- **find out what a column is**
- **think about newspaper layout.**

Newspaper pages are put together using a computer.

The stories on a page fit together in blocks. Like a jigsaw.

All the space is used. Words or photographs fill the pages. Charts, tables and graphs are also used.

Here is an example of a blocked page from a tabloid newspaper.

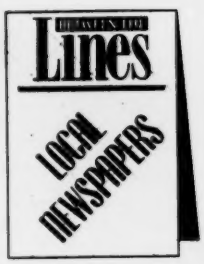


Have a look at the front page of your newspaper.

Draw a rough plan of how the stories and photographs fit together.

For practise reading newspapers. Try the tasks on pages 14 and 15.

Reading the newspaper



Use these tasks to:

- **practise reading the newspaper**
- **feel more confident reading newspaper layout**
- **practise reading columns.**

Reading a newspaper is not quite the same as reading a book.

When you read a book your eyes follow the words from left to right across the whole page. Nothing gets in the way.

When you read a newspaper the layout is different. You are reading small blocks or columns of print.

Photographs sometimes get in your way.

Wheel of Fortune

Paul shut the door behind him with a bang. He picked up his fishing gear and set off for the canal. It was time for some peace and quiet. Brenda hadn't stopped nagging him all week. He thought back to last Saturday. They'd set off for the TV studios in such a good mood. It was all going to be a laugh – a bit of fun.

It was Brenda's idea about the quiz show, *Wheel of Fortune*.
'You'd be good on it,' she said.
'You always know the answers.'
So he wrote in. He got a letter back after four weeks. He was going to be on it – a live TV show! He found out that it wasn't so easy. It was hot under the studio lights. The game moved so fast – it was a race between him and two others.

from 'Chillers 5' by Iris Howden. Hodder & Stoughton/ ALBSU

Use your newspaper to:

- practise reading columns
- practise reading around photographs.

Don't forget when you get to the bottom of one column, move to the top of the next!

You'll soon get used to it.

Sometimes stories continue on another page.

Find a story that continues on a different page.

See how quickly you can find the rest of the story.

You may have to count the columns from the left.

LET'S forget the shameful antics of Exeter manager Alan Ball and those of his club's supporters who behaved like spiteful, dangerously malevolent brats the other night.

And why spoil the weekend remembering how Middlesex captain Mike Gatting — one-time adversary of a certain Pakistani umpire — managed to pick an argument with a pane of glass after being run out at cricket's headquarters?

Or why Australia's skipper Alan Border had to take it out on his stumps after being bowled by Gus Fraser.

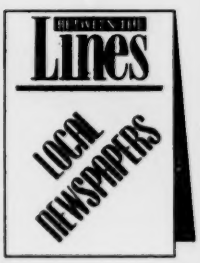
The fact that all three might have had legitimate cause for complaint is neither here nor there. Ball certainly seemed ill-served by referee Bob Hamer, but that did not justify his ill-tempered reaction.

By MIKE CASEY

cont col 6 pg 6 means: **This story continues on column 6 of page 6**

If you are not sure about newspaper layout and columns try page 13.

Reading the newspaper



Some sections or parts of a newspaper are written in columns like this.

A column is a thin strip of print.

The words are written in small lines.

Each line is always the same width.

LIVE COUNTRY & Western band, The Fever (Ex National Fever) at Marske WMC, 27 May, tickets £1. Members & bona fide guests welcome. High St. 258000.

LIVE ENTERTAINMENT every Sat and Sun at Newport WMC. Quiz night every Mon, 30 pints plus cash jackpot. M'bro 259014.

LIVE ENTERTAINMENT every Friday and Sunday at Whale Hill Soc. Club. Members, bona fide guests. Tel 258010.

LONGLANDS WMC. Sat June 5. Clive Baldwin Show. Bingo, cash prizes. Tickets £3 from the club. Doors open 7 pm. 16-18 Marton Road, M'bro 258007. Members, bona fide guests welcome.

STOCKTON CONS Soc. Club. Friday night Over 25's Singles Disco. Tel. 259001.

Psychic Fair

Wednesday May 26
8pm - 11pm
at Liberty's, Longlands Rd, M'bro

Also Saturday May 29
11am - 4pm
at The Blue Bell Hotel, Acklam Rd, M'bro

Britain's top clairvoyants, mediums, healers etc.

Admission £1 including free raffle

MAHARAJAH Tandoori. Indian takeaway. Free delivery, over £8 (limited period only). 21 Longlands Rd, M'bro 256000.

MARCO'S Nightclub, Billingham is under new management & plans to refurbish take place early this year & till then it's business as usual. Mon 9pm-2am Cock n Hen Night. Fri & Sat 9pm-2am. Disco. Sun Noon-3pm exotic dancers

PROFESSIONAL Disco, complete system and records. Offers. (0642) 259001.

QUIZ NIGHTS at The Yorkshire Dragoon, High Lane, Maltby. Mondays - Party Quiz, Tuesday - General Knowledge, Wednesday - Pop. Tel. 259013.

SHAZBAT Parties, specialists in children's parties, clowns, catering, cakes, games, prizes etc. 5-50 children. Tel (0642) 259002.

Look through your newspaper.

Which sections are written in columns?

Make a list:

section	*page number*

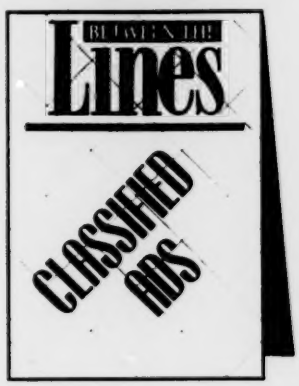
Find a page that is full of columns.

How many are there across the page?

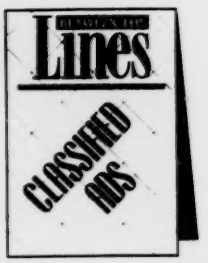
The most common use of columns is in the Classified Section.

For practise using columns try the task on page 18.

SECTION 2



Using the classified ads



Use these tasks to:

- **find information in the Classified Section quickly**
- **practise your skimming and scanning skills**
- **use newspaper columns.**

If you are not sure what a column is try the task on page 13.

You can buy or sell almost anything in the newspaper using adverts.

Adverts are found in the Classified Section.

Find the Classified Section in your newspaper.

The adverts will be under different sections or headings.

For example: CARPETS & CURTAINS HOME IMPROVEMENTS TV & VIDEO

These are usually in groups not alphabetical order.

For example:

HOLIDAYS will be near HOTELS and maybe, CAMPING

PROPERTY TO LET will be near PROPERTY WANTED and PROPERTY FOR SALE

Quickly look down and across the columns of the Classified Section.

Practise looking for the section names you want.

Sometimes headings have a number next to them. The numbers are in order but there may be gaps. This is to allow for new headings to be inserted in the gaps without having to change the numbers.

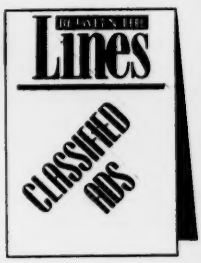
For example:

770 Domestic Appliances

780 Carpets, Curtains & Blinds

790 Furniture & Fittings

Using the classified ads



Look out for Classified Indexes. These usually tell you which page to look at.

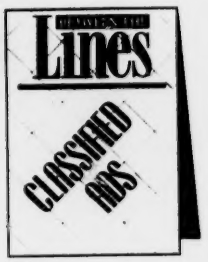
For example:

Practise using the index in your local newspaper. Make a note of the headings you want to find below.

Heading	*Page No.*

The best tip is to get used to your own newspaper! For more practise try the tasks on page 20.

Where will I find . . . ?



Use these tasks to:

- **practise using the Classified Index**
- **find information quickly**
- **use the Classified Section of a newspaper.**

Many shops and firms advertise in the local newspapers.

Often they offer savings and discounts.

Without a newspaper you may not know about them!

Find the name and address of a shop or firm that sells the following:

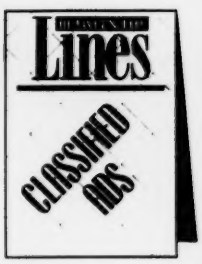
	Name	*Address*
car parts		
televisions		
men's clothing		
furniture		
jewellery		
houses or flats		
food		
second-hand cars		

Some adverts may not be in the Classified Section.

Don't forget to also look in the rest of the newspaper.

If you are not sure how to use the Classified Index try the tasks on pages 18 and 19.

New or old?



Use these tasks to:

- practise reading newspaper adverts
- shop using the newspaper
- compare new and secondhand
- work out the best deal
- work out savings using a calculator.

Local newspapers are great places to find a bargain!

New and secondhand items are advertised every week:

New

Secondhand

028
KITCHENS & BATHROOMS

ARISTON Margheritta washer/ dryer, excellent condition, unwanted gift, £149. (0642) 259003.
A Transformed kitchen in one day with new door, drawers, worktops etc, huge range (0642) 259012.
ELECTROLUX fridge freezer (due to moving), good working order, £125. Stokesley 716200.
HOTPOINT and Philips front load washing machine, excellent working order, must go, £85 each. M'bro. 259008.
LEC fridge freezer, £50 o.n.o. Eston Grange 446332.
MAIN HONEYMINK gas oven, good working order, £80. M'bro. 259006.
MIRAGE Kitchens & Bed-

Look at the adverts.

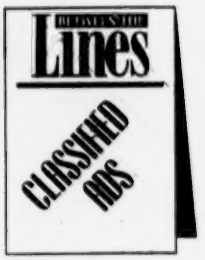
Find similar ones in your newspaper.

Answer these questions:

- How much is a new fridge/freezer?
- How much is a secondhand fridge/freezer?
- How much money would you save if you bought the secondhand fridge/freezer?

Use a calculator to help you.

New or old?



So you may save money but do you really want to buy secondhand?

What are the advantages of buying a secondhand fridge/freezer?

For example you may be able to see it working.

Write down others that you can think of: .....

.....

What are the disadvantages: .....

.....

Look at what you've written. Decide which you should buy. New or secondhand?

Look in your local newspaper. Find a new item that you might buy.

Make a note of it here:

item _____ price _____

Now look in the Classified Section under 'Articles for Sale'.

Could you buy the same or similar item secondhand?

How much would you save?

item _____ price _____ saving _____

Make a list of the advantages and disadvantages below:

advantages _____ disadvantages _____

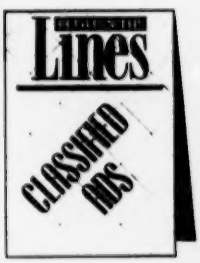
_____ _____

_____ _____

_____ _____

_____ _____

What does it mean?



Use these tasks to:

- **understand why abbreviations are used in classified adverts**
- **read abbreviations and understand their meaning**
- **know how and when to use them.**

An abbreviation is a shortened word.

Part of the word is used so that you can still understand what the whole word was.

For example: Abbrev. = Abbreviation
Lux. = Luxury

Sometimes the first letter of a word is used to shorten phrases.

For example: V.G.C. = very good condition
O.N.O. = or nearest offer

Abbreviations are used to save money. An advert will be cheaper if a few abbreviations are used!

Abbreviations get easier to read and understand the more you read them.

The abbreviation you use depends on the type of advert you are writing.

Match these words with their abbreviations:

registration	10 – 15hrs
speed	exc. cond
garden	spd
excellent condition	reg
per annum (each year)	gdn
bathroom	p.a.
10 to 15 hours	bthrm

What does it mean?

Put the abbreviations on page 23 next to the type of advert that you think they would appear in:

Car/Vehicle	House/Flat	Jobs	General

Some abbreviations can be used in any type of advert.

For example:

gd.cond = good condition → a car / a flat / a 3 piece suite

Look for adverts which have abbreviations in them.

Write the abbreviation down.

Write the whole word that they come from next to the abbreviation.

What type of advert were they in?

Abbreviation	*Whole word or words*	*Type of advert*

Sometimes you will not have seen an abbreviation before. To help you work out what it means look at the other words around it. You may be able to guess it.

Read this advert.

What do you think *'nr'* means?

LARGE BEDSITTER. Very clean-quiet. nr Woodford Park. Call between 5-7pm.

For more practice try the tasks on page 25.

Writing adverts using abbreviations

Use these tasks to:

- practise writing classified adverts
- use abbreviations
- read information from a table.

Have you tried the tasks on page 23 and 24?

Write this advert using whole words in the place of the abbreviations.

If you are not sure what the abbreviation means, try and guess or look at the list below:

MINI – T-reg. 1000cc met silver, s/rf, nudge bars, rad/cass, fsh, e/w, exc. cond, cheap runner. **£495 ono.**

Write your own advert to sell each of the following. Use as many abbreviations as possible:

- a house or flat
- a car
- a television.

Cars

L/H drive	= left hand drive
R/H drive	= right hand drive
auto	= automatic
man	= manual
rad/cass	= radio/cassette
fsh	= full service history
spd	= speed eg. 4 or 5 gears
dr	= door eg. 3 door
H/bk	= hatchback
e/w	= electric windows

Houses/Flats

w/end	= weekend
pw	= per week
inc	= included
dble	= double
wc	= toilet
t/out	= through out
osp	= off street parking
GCH	= gas central heating
f/f	= fully furnished
beds	= bedrooms, eg 3 beds
sgle	= single
sq/ft	= square feet

Jobs

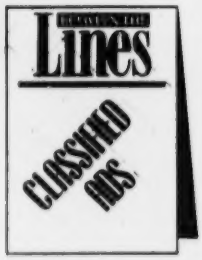
p/t	= part time
f/t	= full time
temp	= temporary
perm	= permanent
18+	= 18 years old & over
.5	= half of a full time job
yr	= year
ref	= reference
c.	= circa (about or near)

General and second hand items

b/w	= black and white
w	= width
h	= height
exc. cond	= excellent condition
immed	= immediately
asap	= as soon as possible
ono	= or nearest offer

For practice writing job adverts see page 42.

Writing a classified advert



Use these tasks to:

- **read and understand instructions**
- **write an advertisement**
- **find information in the Classified Section**
- **cost an advert.**

Before you put an advert in the newspaper it is a good idea to practise writing one first.

Try this:

You are going to sell your car.

You want £2,500 for it.

Write the advert out on a separate piece of paper or on the coupon below.

Remember to write one word per space or box:

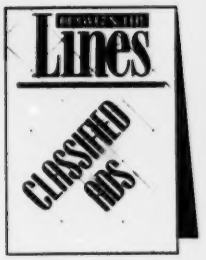
	10 words		

Before you start, look in the Classified Section of your newspaper.

- Look for cars.
- Look for your make and model.
- Read the adverts for ideas.
- What will the advert cost? Use a calculator to help you.

You may want to use abbreviations. Try the tasks on page 25.

Family notices



Use these tasks to:

- **practise writing family notices**
- **practise writing for different reasons.**

Newspapers let readers know what's happening.

The Family Notices section lets you tell other people about your news.

The section is sometimes called Births/Deaths/Marriages.

It could be sad or happy news.

Here are some examples:

PORTER, Alfred and Eunice would like to thank all family, friends and neighbours for their kindness, enquiries and cards when Alfred was recently in hospital; very much appreciated.

BROWN
Pauline and David are pleased to announce the birth of their daughter Charlotte Rebecca, born 31 August 1993.

TAYLOR - HEATHCOTE
The engagement is announced between Ray, son of Mr. and Mrs. Taylor of Fleet and Maria, daughter of Mr. Heathcote of Richmond, and Mrs Heathcote of Manchester.

The family name is always written first. This makes it easier to find in the newspaper. The list of notices are always in alphabetical order.

Here are 8 types of family news. Choose 2 or 3 and write a notice for the newspaper:

- 50th birthday
- retirement
- engagement
- marriage
- wedding anniversary
- a death
- in memory of
- thank you.

Remember to be brief.

Write in rough first.

Check you've included all the facts.

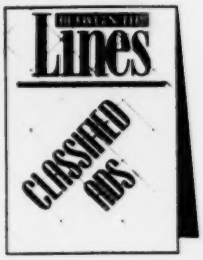
Also check your spelling.

Find out how much it would cost to put one of the notices in your newspaper.

See pages 28 and 29 to help you.

BEST COPY AVAILABLE

Putting an advert in the newspaper

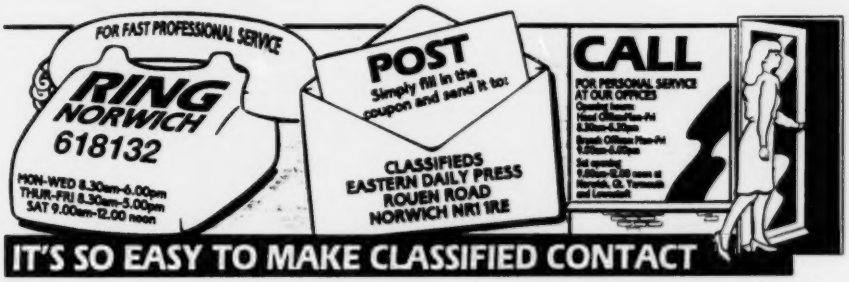


Use these tasks to:

- find information from the newspaper
- read and understand instructions.

Putting an advert in the newspaper is easy. Adverts go in the Classified Section.

There are 3 ways to do this:



Find the Classified Section in your newspaper.

Look for the details of how to advertise.

Can you use the 3 ways?

Try to answer these questions.

Use either the example above or the details from your newspaper.

by telephone

- What is the telephone number?
- When can you ring?

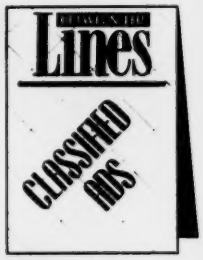
by post

- Where do you send the form or coupon to?

calling in

- What times can you go to the office:
  - Monday to Friday?
  - Saturday?

Putting an advert in the newspaper



Look out for special offers and key information.

For example:

ADVERTISEMENT DEADLINE: 1PM TUES.

Using the details of how to advertise in your newspaper:

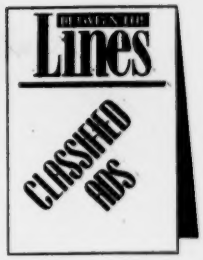
- write down the key information.

Remember key information is something you need to know.

key information	*details*
telephone number	
address	
times	
last time to place an advert	
special offers	

For more practice using key information try the tasks on pages 34 and 42.

Classified tasks plus!



A Draw a bar chart to show the 10 most popular names for babies in your area. Get the information from the 'Births' column in your local newspaper.

B What is the average age of people who get married in your area? Get the information from the 'Marriages' column of your local newspaper. Is the figure higher or lower than you expected?

C Find the 'Partners' column in your local newspaper. Read some of the adverts. Some people treat them seriously. Others think they're just for fun. Write adverts that describe yourself as: fun-loving, serious, sporting, home-loving, etc. Use the examples that you have read for ideas about styles of advert and new words.

D Find the names of two firms that offer loans for new cars. Find the price of a new car from an advert. Work out how much a loan would cost to buy the car. What will the amount of interest you pay be?

E Look in the 'Articles for Sale' columns in the Classified Section of your local newspaper. Work out if any of the carpets or curtains for sale would fit your rooms at home.

F Use the Property Post to work out the average price of: a 3 bedroom semi, a 2 bedroom flat, a terrace or town house in your area. Compare local neighbourhood prices. Do you think the prices have gone up or down in the last year? Write an advert to sell your own home. How much money do you think you could ask for it? How much would it cost to put the advert in the newspaper?

Sell Your House or Flat
Advertise for 2 Weeks
REACH OVER
HALF A MILLION
READERS
For Just £22
Linage (max 20 words)
Example: HORNCHURCH, 3 bedrm terrace house, central heating, 6ft garden. Tel: 0708 452009
Example:
HORNCHURCH
3 bedroom terrace house, central heating, 6ft garden. Tel: 0708 452009
or £33 3x1
Display Box

A Unit C 6:3/13:1 Unit N 13:4

B Unit C 6:3 Unit N 7:3

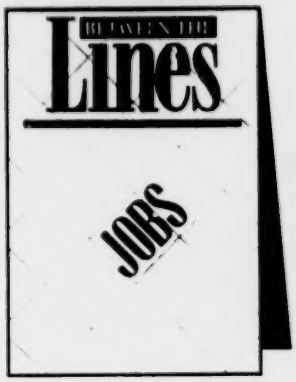
C Unit C 1:1/4:1/4:2

D Unit C 1:1 Unit N 9:4/9:2

E Unit C 1:1 Unit N 11:1/11:3

F Unit C 1:1/4:1 Unit N 2:1/9:1/16:1

SECTION 3



VACANCIES and vacancies

Use these tasks to:

- **find the job adverts in a newspaper that are relevant to you**
- **practise your skimming skills**
- **find out about the different types of job adverts.**

Employers want their job vacancies to be noticed. They do this in different ways.

These adverts both come from the same section of the newspaper. They look very different from each other.

ARE YOU confident on the telephone and conscientious with clerical work? Do you have time to spare in the evenings and weekends? Would you like to earn small regular incom and help the elderly worldwide? We need a reliable person to work from home organising our fundraising appeals and promoting the work of the Charity Help the Aged. For further details send s.a.s. to Help the Aged, 22 Rosmay, Darlington, DL1 3RD.

CLUB SECRETARY required, knowledge of bookkeeping, wages and V.A.T essential. Wage negotiable. Apply, The President, Longlands Social Club, Marton Road, Middlesbrough, TS4 2HF.

this advert is a classified advert

STOCKTON SIXTH FORM COLLEGE

Technician
within the Art & Design Departments.

Applications are invited for the above part-time post - 20 hours per week, term-time only, to commence in September 1993.

For further details, contact the College on Stockton 259001.

this advert is called a display advert

Display adverts are often used by large companies or local authorities.

Local authorities include:

- education
- health
- local councils.

Large companies include:

- industry
- large shops and supermarkets
- banks and insurance.

AN OPPORTUNITY FOR ALL IN VAUXHALL

If you're professional, highly motivated and aspire to high standards of work, there may be a position for you with the area's newest main Vauxhall dealer. Continued growth means that additional professional people are required to join our team to help maintain and improve upon the high level of service Kinnery already provides it's customers.

ALL QUALIFIED TECHNICIANS

Applicants must be time served and fully qualified with a minimum of 5 years experience.

An excellent salary, subject to experience and ability will be offered to the right people.

If you are interested in excellent career prospects and can give your all, send a current c.v. to Ian Kinnery, Managing Director to the address below.

Kinnery
FOR ALL IN VAUXHALL
Kinnery (Stockton) Ltd.
Preston Farm, Stockton.
VAUXHALL

VACANCIES and vacancies

In your newspaper find two examples of:

- a large company advert
- a local authority advert.

Write down the type of jobs they are advertising and the money offered.

Type of job	*Money offered*

Now look at the classified adverts. These are smaller adverts usually in columns.

Write down 6 types of jobs that are advertised.

Think about yourself. Which type of advert is more likely to have the type of job you're looking for?

Have you tried the tasks on pages 35, 36 and 37?

Getting key points from a job advert

Use these tasks to:

- **find out what 'key points' are**
- **be able to look for key points and use them**
- **get the main idea from an advert.**

A key point is an essential piece of information. Essential means something you can't do without.

These adverts were taken from the 'Situations Vacant' section of a local newspaper.

In vacancy 1 all the key points are highlighted by underlining. They are: immediately, temporary, Spixworth, 1½ hours per day, term-time only.

Fill in the blanks. Use the advert to help you.

Sometimes adverts may have a *reference number* Ref: 687/9210.

These are not always used for every job, but look out for them.

You must include it in your application if it is in the advert.

vacancy 1

ROAD CROSSING PATROL

SPIXWORTH C FIRST SCHOOL Ref: 687/9210
Ivy Road, Spixworth, Norwich, NR10 3PX

Required immediately, a temporary road crossing patrol person for the First and Middle schools at Spixworth, 1½ hours per day, term-time only.

Contact the Headteacher at Spixworth First School, telephone: (0603) 620071
Closing date: 31 October 1993.

vacancy 2

DRIVE FOR US

(Driver owners) free rent to start, earn in excess of £400 per week, busy cash office (Islington) free shift part or full time. Phone Premier Cars between 10am–4pm on
071-222 6829
Closing date for applicants: 30/4/93.

vacancy 3

ADVERTISING AGENCY requires Receptionist/Typist. Must be Professional smart/presentable well spoken. Ability to drive would be an advantage. Salary negotiable. Apply with reference if applicable to Box. No. 4512, Lancashire Chronicle Newspapers Ltd., 1 Waterloo Street, Stockport SK1 1DW.
Closing date: 20 June 1993.

Have a look at vacancy 2 and vacancy 3. Pick out all the key points. Put a circle around them or a line under them. Write them down.

vacancy 2 _____ vacancy 3 _____

_____ _____

_____ _____

Other key points to look out for include:

- full training given
- candidates are likely to have . . .
- the following skills are essential (you must have these)
- the following skills are desirable (if you have some of these, but not all of them it is still worth applying).

Always look for the key points and make a note of them. You can match the key points to your skills and personal qualities. Try the tasks on page 35 and 37.

Don't forget the closing date on adverts. Your application will not be looked at after that date!

Looking at your skills

Use these tasks to:

- **think about the skills you already have for work**
- **help you decide if you need to improve them.**

A skill is something that you do well.

Everyone has skills. Sometimes it is easy to see your own skills. Sometimes it isn't.

Using a machine at work is a skill. Being a good listener is also a skill.

Employers look for the skills that fit their jobs. They also look for personal qualities which are different. Try the tasks on page 37.

It is useful to know what your skills are.

You can include them in a letter of application or talk about them at an interview.

Skills can be put in 2 groups:

Everyday skills	Work skills
help you with everyday living.	are the skills you use at work.
You may not have thought about them as skills before.	They can often be practical.

Looking at your skills

- Think about yourself.
- Think about your last job.

tick the skills you have and add as many other ones as you can

	Yes	No		Yes	No
driving a car			writing letters		
making phone calls			explaining things		
DIY			finding faults		
dealing with money			solving problems		
using a calculator			using the phone		
listening to people					
planning events					
planning time					
using hand tools					
using machinery					
working alone					
working in a team					

If you found it hard to think about your own skills, ask a friend or a relative to help you. Other people often see things that you don't!

Use your skill list to decide if a job suits you. Try the tasks on page 39.

Look at the job vacancies in your local newspaper.

Find examples of skills.

Write them down. Are any of your skills included?

Writing about yourself

Use these tasks to:

- **think about your personal qualities**
- **practise using a dictionary**
- **expand your vocabulary**
- **use adjectives (useful describing words).**

Your personal qualities are the kinds of things that make you a good employee. You can use them *with* your skills to help you get a job.

When you apply for a job you have to talk about yourself. An employer wants to know what type of person you are.

Scan through the 'Jobs Vacant' in your local newspaper.

Look for words that describe the type of person the employer is looking for.

We are looking for people who are:
- Self motivated
- Sympathetic and familiar with the needs of young people in care
- Some knowledge/experience of key working
- Good communication skills

Young, fit, hard working, determined to succeed...?

Make a list of the words.

For example your list may include:

- hard working
- reliable
- ambitious

Look up the meaning of any words that you are not sure about in the dictionary.

Make a list of the words that describe you. Ask another person to make suggestions.

Use your personal qualities together with your skills. Try the tasks on pages 39 and 42.

Finding your job

Use these tasks to:

- **think about the type of job you want**
- **look at some of your choices.**

Often the main reason for wanting a job is the money. But you also want to enjoy it! You would be very lucky to get your ideal job – but it's worth looking to see which job suits you.

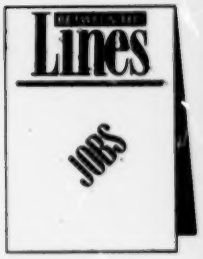
Look at the list below. Think about the different ways you can work. You may think of others. Draw a circle round them.

large firm	inside	9 to 5
working with others	service	staying in one place
piece work	flexi-hours	technical
small firm	outside	part-time
working alone	manual work	meeting the public
fixed wage	shifts	non technical
industry	travelling	full time
fixed hours	non-manual work	no public contact

Now think about what you need from a job. Look at the ideas below to get you started.

	I'd like	*I need*
wages – how much?		
hours – how many?		
travel – how far?		

Finding your job



Find the 'Job Section' in your newspaper.

Use the information you have to work out which jobs you think are worth trying for.

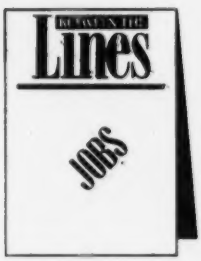
List the jobs vacant and ask yourself which:

- couldn't I do?
- don't I want to do?
- are worth trying for?

Jobs vacant	*couldn't do*	*don't want*	*worth trying for*

If you're applying for a job you may need to write and ask for an application form. Try the tasks on page 40.

Asking for an application form



Use these tasks to:

- **write a short letter asking for an application form**
- **make sure you have all the details to finish a task.**

Try the tasks on pages 32 and 34 first. They will help you finish these.

To apply for a job you may have to complete an application form. The job advert will usually say if you need to or not.

To get an application form you may need to write a letter.

The letter should:

- be clean and neat
- be short but with all the details asked for
- be on plain paper
- have been checked for spelling and other mistakes.

The letter should look something like this:-

5 Station Road
Northfield
London
E12 6JS — your address
— your postcode

Tel 071-222 1592 — your phone number

16 May 1993 — the date

the firm's address — The Personnel Manager
Brown & Petitts Ltd
Haversham
H26 9TB

Dear Sir
Dear Madam
Dear Ms Clarke
(don't write
Dear Sara or
Dear David) — Dear Sir

Painter Part-time — job title

Would you please send me an application form — what you want
for the above post as advertised in yesterday's — where you saw
Daily Gazette — the advert

Yours sincerely
if you've used
their name. — Yours faithfully

Ranjit Singh

Asking for an application form

Write a letter asking for an application form. Use a job you think is 'worth trying for' from the task on page 39.

Or choose one of these:

Penlee Nursing Home
require
Full-time/Part-time
CARE ASSISTANTS
Good rates of pay. Car essential.
For application form: Penlee Nursing Home, Travis Drive, Birkenhead. FAO. Mrs Fuller.

The Hare Motel
Veryan, Nr. Truro
Need person for duties of
HALL PORTER &
COCKTAIL BAR WAITER/ESS
Clean driving licence. Keen and able.
For details write to: The Manager
Closing date: 18/5/93

Always:

- write a rough copy first
- check your spelling and grammar
- write the good copy in pen not pencil.

Advertising yourself

Use these tasks to:

- write a newspaper advert
- write in note form
- use key points.

Before you start try the tasks on pages 34, 36, 37 and 40.

The Classified Section of a newspaper can be a good place to look for a job. But have you thought of advertising yourself?

Why not put an advert in the 'Employment Wanted' section of the newspaper? An employer could be looking for you!

Look at the examples. They will give you an idea of what people say about themselves.

EMPLOYMENT WANTED

ATTENTION

PETROL RETAILERS AND LICENSEES

Mature lady, 13yrs. experience, seeks Managers position at petrol station. North Leeds area preferred.

BOX NO. 4518.

YORKSHIRE POST, LEEDS.

LADY, aged 34, single, good typewriting and telephone, car owner, seeks permanent position. Use of computer in Yorkshire, 16 years general office experience, including administration, book-keeping, credit control, VAT, etc. A years with professional accountant. Motor-cycle and CV available. Box No. 4493, Yorkshire Post, Leeds.

EXPERIENCED Mothers help requires work, pre-school children. References, hard worker, excellent with children, good attitude. (0532) 430181

BRICKLAYING gang requires work. Tel. (0532) 449403

HOUSEKEEPER/COOK/ MAN FRIDAY

29 yrs. old male seeks live-in position, taking care of private residents. 12 yrs. hospitality experience, non smoker, driving licence, animal lover, well travelled.

Tel. (0532) 449403 between 5-7 p.m.

Choose one or two examples. Underline all the key points.

You will probably have underlined almost every word! This is okay.

Adverts can be expensive so it is important to only write the key points.

Try writing your own advert.

Always write in rough first so that you can change it.

Include:
- something about your personal qualities
- your skills
- your experience
- how you can be contacted – a phone number is good
- the type of job that you want.

Ask someone to check your advert.

Can you take any of the words out? Have you missed anything?

BEST COPY AVAILABLE

Job tasks plus!

A Find out as much as you can about unemployment in your area. Look in your local newspaper for:

- local councillor's comments
- community action against unemployment
- facts and figures
- headlines.

Make notes from what you've read. Use your notes to explain what you've learnt to a tutor.

B Find a job in the newspaper that you would like to have. Use a calculator to work out the weekly pay, the monthly pay and the yearly pay. How much would you earn after tax?

C Do a survey of the main types of job vacancies in your area. Get the information from the Jobs Section of your local newspaper. Put the information on to a graph, table or chart. You could include: clerical, retail, driving.

D If you would like to improve your skills the newspaper could be the place to look! Find out as much as you can about:

- local college courses
- adult education classes
- training schemes
- open learning opportunities
- how and when you can join?
- how much it will cost?

EDUCATION & TRAINING COURSES

DO you know that for £160 you can learn Word Processing? Courses start weekly in either WordPerfect 5.1 or WordStar 6.0. To reserve your place ring Yorkshire Post Training (0532) 436163.

Jubilee Street

Desk Top Publishing (Beginners) - Mondays 19.00-21.00

Creative Computing (City & Guilds) - Thursdays 10.00-12.00

Computer Graphics Tuesdays - 19.00-21.00

½ PRICE COURSES!

IF YOU START IN MAY

Typing, Wordprocessing, Shorthand, Accounts.

Personnel Training

London Street, Norwich.

Tel: 621032

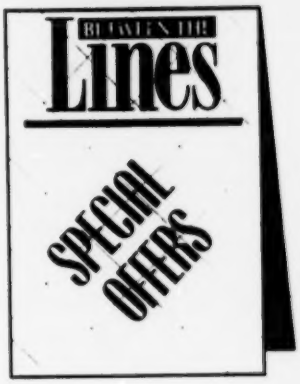
A Unit C 6:1/13:1/13:3

B Unit C 1:1

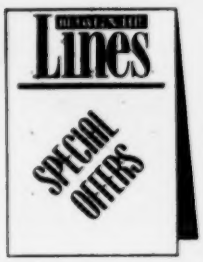
C Unit C 1:1 Unit N 13:4

D Unit C 13:1/13:2 Unit N 9:1

SECTION 4



Special offers



Use these tasks to:

- **find information in the newspaper**
- **read for information.**

Special offers help newspapers sell.

Readers can save money on:

- days out
- holidays
- take-aways
- travel tickets
- and lots more.

Usually all you need to do is:

- buy the newspaper
- collect the vouchers.

Look in your newspaper for the headlines and phrases that tell you about special offers. They are often on the front page.

Here are some examples:

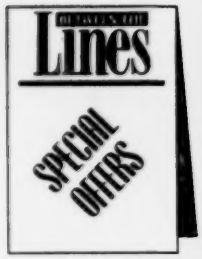
Write the headline or phrase down.

Find out what the offer is for each headline.

Fill in the details here:

Headline	Special offer
example: Special Holiday Offers for our readers	£150 off a holiday to Majorca

Holiday offers



Use these tasks to:

- ► **understand special offers**
- ► **work out how much something costs**
- ► **read for information.**

Half price vouchers are a great way to save money!

Enjoying a day out or a take-away can be cheaper than you think.

Lots of people buy local newspapers for the vouchers that are in them.

Here is an example:

HAVE A GREAT FAMILY DAY OUT with the Evening Post

• SCREAM A LOT • LAUGH A LOT • PLAY A LOT • LEARN A LOT •

CAMELOT

Vouchers, like the one printed here, will appear in your Yorkshire Evening Post each Saturday, Tuesday and Thursday until May 8. Simply collect any three vouchers and up to four adults or children will be entitled to a special entry price of

£5 EACH

Normal entry price is £8.99.

These coupons are valid from May 1, 1993 to July 31, 1993 except for Sundays and Bank holidays and are not valid in conjuction with any other offer.

FIND OUT THE AMERICAN DREAM RIGHT HERE IN THE HEART OF BRITAIN

Evening Post

THREE VOUCHERS ENTITLE UP TO FOUR PERSONS ENTRY FOR £5 EACH

Find a similar voucher in your newspaper.

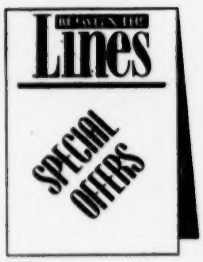
Answer these questions:

- Where is the voucher for?
- How much money can be saved using the voucher?
- How many people can use the voucher?
- What would the total cost be without the voucher?
- When can the voucher be used until?
- How do you use or collect them?

Tips for using vouchers!

- read the small print
- check the date the voucher runs out
- always work out the saving before you use the voucher.

Holiday offers



Use these tasks to:

- **read special offer adverts**
- **get key points from the text**
- **think about what you want.**

Need a holiday? The newspaper may have the bargain you've been looking for. But are you sure?

Think about the type of holiday you want.

Tick the boxes that apply to you.

I want a holiday that is or has:

below £100 per person	☐	more than one week	☐	by car	☐
in the UK	☐	organised for you	☐	full of things to see and do	☐
abroad	☐	by coach	☐	choice of pick-up places	☐
less than one week	☐	in a hotel	☐		
self catering	☐	by rail	☐		

Look at these examples of a Reader's Holiday.

Concert Festival in Germany

Tina Turner · Rod Stewart · Prince Chris De Burgh

26-30 August. Price £149

Take a short break to see some of the top stars of rock and pop. The price includes an entrance ticket to all three days of the concert, two nights hotel accommodation in a hotel in the Cologne or Dusseldort area of Germany, return coach from Middlesbrough, return ferry crossings, continental breakfast.

Further details are essential of this not to be missed extravaganza – for your supply call our answerphone service – (0642) 259009 or complete the holiday details form and return to us.

Cadbury's world!

THE ultimate weekend for chocolate lovers - a visit to the famous Cadbury World. It's the chance to see the stories behind the tv chocolate commercials, and to visit the delightful Shakespeare county of Warwickshire, taking in Warwick and Stratford Upon Avon.

Hotel for one night's half-board is the excellent Stakis Country Court at Bromsgrove - an ideal touring base. All rooms have private facilities, and there is a comprehensive leisure centre.

Two days from £59 includes entrance to Cadbury World and tours, departing Saturday, June 12.

Coach pick-up points: Mile End, Stratford, East Ham, Barking, Beacontree, Romford, Harold Hill, Gants Hill, Hainault.

Read the details. Look back at your list.

- Do these holidays have any of the things you're looking for?
- Do you think they are a good deal?

Find the holiday offers in your newspaper. Collect a few examples. Which do you think is the best offer? Why?

Explain to a tutor what you have found out.

Getting what you want

Use these tasks to:

- ► **understand booking forms**
- ► **practise form filling.**

Before you start, try the task on page 48.

Special offer holidays often ask you to fill in a form.

The form has details of:

- when you want to go
- how many people are going
- who you are
- where you live
- how you are going to pay.

They are called booking forms.

NAME: Mr/Mrs/Miss.....
ADDRESS:.....
.....
Postcode.....Tel. No.....
Please send me ticket/s as follows
(indicating number required)
Thurs. ● £4i..... Fri. ● £4i.....
Child ● £2i..... Child ● £2i.....
Sat. ● £6i..... Sun. ● £5i.....
Child ● £3i..... Child ● £2O .....
I enclose a cheque/postal order for
£.....

Please note the discounted booking is only valid for bookings made before 28 May.

All of these sentences come from a booking form.

What do the words in the boxes mean?

- I wish to [depart] on June 12th.
- Please [reserve] me ..... places.
- I have [enclosed] £20 deposit
- Please [debit] my Access/Visa card.
- I do/do not [require] travel insurance.

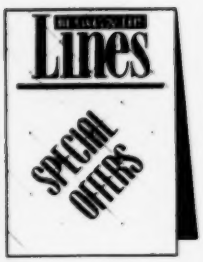
If the words are new to you either:

- ask someone
- use a dictionary
- guess using the other words as clues.

Find the booking forms for the holiday offers in your newspaper. Practise filling them in.

Check your work with a tutor.

Special offers tasks plus!



A Use the newspaper to improve your maths.

For examples like this:

- Work out how much it would cost to use the product in your own home.
- Check the price of a bargain before you shop.
- Use the information in an advert to work out how much money you really save.

B Plan a weekly shop for yourself or your family. Estimate how much it would cost at your usual shop or supermarket. Look in the newspaper to see how much of it you could buy from the adverts. Work out the bill using the prices in the adverts. Try to stay within your budget! Find as many 'money off' vouchers as you can.

C Look in the supermarket adverts for price per pound details. Work out how much it would cost for:- 2lbs 6lbs 1lb 10lbs of one item, eg. vegetables.

Are there any special offers?

D Look at the adverts in your local newspaper.

Find as many words or phrases that persuade people to buy. For example:

£150 CASH BACK
when you buy a NICAM STEREO 28" or over TV and any STEREO VIDEO
TOSHIBA
HOME CINEMA SOUND
FREE HOME TRIAL
PRICES INCLUDE 2 EXTRA SURROUND SOUND SPEAKERS!
25" 2527 £799.00
28" 2927 £899.00
25" 3327 £1099.00
VIDEOS from £379.00
£25 CASH BACK

FREE DELIVERY

0% FINANCE

MONEY BACK GUARANTEE

21 DAYS APPROVAL

SATISFACTION GUARANTEED OR YOUR MONEY BACK

E Look for the different types of competitions in your newspaper. What are the prizes?

Have a go yourself!

A Unit N 2:1

B Unit N 2:2/2:3

C Unit N 2:1

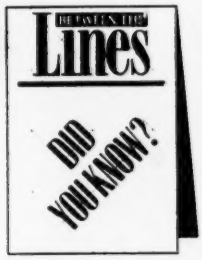
D Unit C 1:1

SECTION 5

BETWEEN THE Lines

DID YOU KNOW?

Yesteryear



Use these tasks to:

- ► **use the newspaper, books and maps for reference**
- ► **write a letter asking for information**
- ► **obtain information from another person**
- ► **use the telephone**
- ► **follow directions.**

Newspapers are a great place to find out about what has happened in the past. Local history groups or writers often have articles of interest in local newspapers.

War in the Atlantic- 50th anniversary special
Nostalgic look back
Song and dance for good old days
10 YEARS AGO
NORTHAMPTON'S new information technology centre should help youngsters become masters of the world of computers rather than helpless slaves, said the Duke of Gloucester today. The Duke officially opened the ITeC centre in Hazelwood Road in the presence of county VIPs.
On this day...
1809:
Dartmoor Prison opened originally to house French prisoners-of-war
1844:
Samuel Morse transmitted the first telegraph message

Look for articles that tell you about the past.

Here are some ideas for you to find out more:

- look out for the address of local history groups and write to them
- telephone your local college or Adult Education centre and ask about classes
- visit your local library and ask if they have back copies of newspapers.

Use the phone book to find numbers and addresses. Ask another person for directions if you are not sure how to find somewhere.

For example you may wish to find out more about:

- the day you were born
- the date of a world famous event
- the day you came to the UK.
- the day you got your first job
- the background of the area you live in

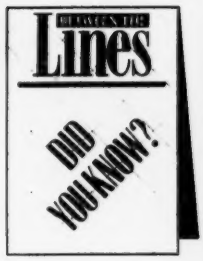
Or ask for information about:

- a favourite local sports team
- old photographs, community news or family notices.

Discuss your ideas with a tutor.

For practise writing letters. Try the tasks on pages 54 and 68.

Photographs in the news



Use these tasks to:

- ► **fill in a form**
- ► **write a letter asking for information**
- ► **use the telephone**
- ► **obtain information from another person**
- ► **follow directions.**

Most newspapers will let you buy the photographs that appear in it. To buy a photograph you will have to contact the newspaper by either:

- making a telephone call
- writing a letter
- filling in a form
- calling in to the office

For example:

Your child is a member of a running team.

Their picture is in the paper.

The photographs are usually black and white.

PHOTOGRAPHS

If you would like to order a photograph which has appeared in this paper, please fill in the form below. Cost is £2.50 per photo for a glossy black and white 6ins by 4ins print. This includes post and package. Make your cheque/postal order payable to Tony Parby.

NAME.....

ADDRESS.....

.....

.....

NAME OF PAPER.....

DATE OF PAPER.....PAGE NO.....

BRIEF DESCRIPTION OF PICTURE.....

.....

NUMBER OF PHOTOS.....

AMOUNT ENCLOSED £.....

Send completed form to Photo Sales,
East London Advertiser,
138 Cambridge Heath Road, Bethnal Green E1 5QL.
Or phone: 071-223 0129

Some newspapers have a form to fill in.

Look at the example:

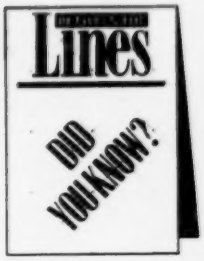
Find a photograph in your newspaper that you want to buy.

Find out how to buy it. Look in the newspaper or telephone them for the information you need. Ask for 3 copies of the photograph.

Remember!

- Always complete a form in pencil first.
- Always draft a letter – make a rough copy so you can check the spelling.
- Practise what you want to say with another person first and make notes to remind you later.
- Check that you know how to get to the office before you leave. Ask another person to give you directions.

Writing to a newspaper



Use these tasks to:

- **practise putting your point of view across**
- **practise writing a letter to the newspaper.**

Anyone can write to a newspaper. You should write to the Editor. The Editor is responsible for everything in the newspaper.

Letters to the Editor are usually written about something in the newspaper.

Readers may:

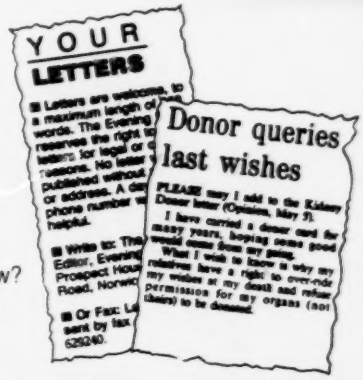
- be angry about a report
- have a point of view about the news
- want others to know about something
- want to complain about something.

Find the letters to the Editor in your newspaper.

You'll see that the reader's name and part of their address is at the bottom of the letter.

Read the letters and answer these questions:

- Do any of the readers live near you?
- Do you agree or disagree with the points of view?
- Do any of the letters have dates in them. Why?



Why not write your own letter? You'll find the address in the newspaper. If not look in the Yellow Pages. Or telephone the newspaper and ask for the address.

Here is a letter layout to help you:

YOUR ADDRESS

DATE

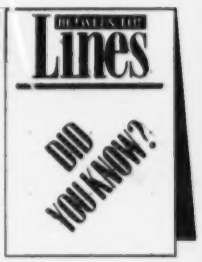
Dear Editor,
I am writing

YOUR NAME WRITTEN CLEARLY

- write in rough first
- keep the letter brief
- say why you are writing
- be polite but firm if you are angry
- ask someone to check your spellings.

Keep a look out for your letter – it could be in print!

Community information



Use these tasks to:

- **find out useful information in the newspaper**
- **find out about local services and events.**

Many local newspapers have community information about services or events in your area.

For example:

- the names and opening times of late night chemists
- the place, date and times of local car boot sales
- travel information
- emergency numbers.

CHEMISTS

5.30-6.30pm: Claude Benton, 102 Thorpe Road; Woodgrove, 7 Woodgrove Parade, Catton, Grove Road.

British Road: Inquiries, Norwich (0603) 610012. Recorded timetable, Norwich (0603) 622163.
Buses: Eastern Counties Omnibus Co, inquiries, Norwich (0603) 622807 or (0603) 623118. Bus information centre, Norwich (0603) 623889. Coach services: National Express, (0603) 660500.

Electricity: Eastern Electricity, Norwich (0603) 612309.
Gas: Roundtree Way, Norwich. Leaks and emergencies (24 hours a day), Norwich (0603) 612662. Service calls, Norwich (0603) 612590..
Water: Anglian Water, Norwich (0603) 300999.
Telephone: British Telecom, 150, Faults, 151.
Citizens Advice Bureau: Norwich (0603) 618132 or, if you live a long way from a Bureau, call free on (0603) 620071.
Samaritans: Norwich (0603) 622163.

Look in your local newspaper for community information.

Write down the information and where you found it.

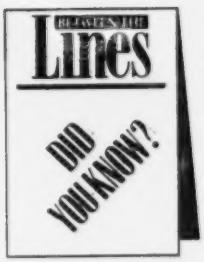
Type of information	*Section*	*Page*
For example: Chemist times	Info file	4

Look at your information. Which stays the same from week to week? Which changes?

Write them below.

Stays the same	*Changes*
For example: Emergency telephone numbers	traffic news

Community information



It is useful to keep handy the information that doesn't change. It's quicker to refer to than looking in the telephone book.

Here is an example of community information that doesn't change. →

Find the same type of list in your newspaper.

Answer these questions:

- What is the telephone number of the nearest hospital?
- Which health centre would you phone in an emergency?
- What time do most chemists open until?
- Who would you phone to find out about train times?

Check your answers with a tutor.

Write an advert for a community event or organisation that you are involved in.

For example:

- a jumble sale
- a club fund raising event
- an action group that wants to hold a public meeting.

Don't Forget

HOSPITALS

The Royal London Hospital, Whitechapel, Mile End and St Clements: 071-222 9829. Homerton: 071-222 1592. London Independent: 071-223 0129. St. Andrew's: 071-237 1921. London Chest: 071-254 0142. Queen Elizabeth's Children's Hospital: 071-372 9748.

HEALTH CENTRES

Spitalfields, Brick Lane, E1: 071-387 4923. Steels Lane, Commercial Road, E1: 071-437 2729. Wapping, Wapping Lane, E1: 071-487 3995. Wellington Way, Bow, E3: 071-499 1006. Bethnal Green, E2: 071-582 0075. South Poplar, E14: 071-602 0606. Gill Street, Poplar, E14: 071-628 1097. Chrisp Street, Poplar, 071-722 5710.

CHEMISTS

E2: J.S. Miller, 648 Mile End Road. Monday-Friday until 7pm; Saturday until 9pm and open Sun 10am-6pm. Britannia Pharmacy, 87 Roman Road, open until 8pm Mon-Sat. J.D. Glassman, 255 Kingsland Road, until 8pm Mon-Fri. 9am-6pm on Sat. E8: Eastern Chemists, 12 Downs Court Parade, until 9pm Monday-Saturday 9am-1pm Sundays and Public Holidays. Edmunds, 47 Kingsland High St, until 8pm Monday-Saturday. E2: Florida Pharmacy, 307 Bethnal Green Rd, Monday-Friday 9am-7pm; Sat. 9am-6pm Sun 10am-1pm. E3: Francis, 578 Mile End Rd, Mon-Sat, 9am-6pm. MOST chemists in the area open between Monday and Friday from 9am-7pm.

DENTISTS

Emergency work is carried out Monday-Friday at 8.30pm and 12.20pm at the London Hospital, Whitechapel, and a dentist is on call at the hospital's Alexandra Wing over the weekend. Emergency Number Dental Line 071-733 3019.

TRANSPORT

London Buses, Tubes and Docklands Light Railway: 071-821 8292. British Rail: 071-624 8798. London City Airport: 071-538 9829. Mobility Bus: 071-931 9652. Community Transport: 071-237 1921. Dial-a-ride (disabled travellers): 071-821 8292.

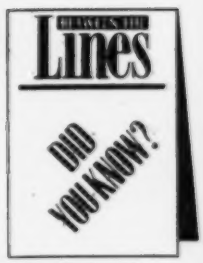
FRIENDS OF WOODLAND HOUSE
FETE
Saturday 15th May
To be opened by Chris Blount of Radio Cornwall
At 2pm
Grand Draw

THORPE Kite Club will be flying high on Saturday at its annual open day. Everyone is welcome at Laundry Lane recreation ground between 10am-5pm where members plan to entertain and amaze with exhibitions and games involving many types of kites.

COMMUNITY CALL

RAINBOW TODDLER GROUP
Gospel Hall, Slades Road, St Austell
THURSDAYS
09.30 - 11.30

Did you know tasks plus!



A Newspapers always have comic strips.
Find the comic strip in your local newspaper.
Read them or rewrite them.

MR. JONES. THESE ARE OUR TWO NEW MEMBERS OF STAFF. JOHN AND DEREK.
GOOD LUCK CHAPS - I HOPE YOU ENJOY THE JOB.
2 weeks later .....
HOW ARE YOU BOTH SETTLING IN?
3 months later .....
EXCELLENT. WE ARE DELIGHTED WITH YOUR WORK.

B Prizes are often given to the first correct crossword solution. Sometimes the newspaper crossword isn't as hard as you think. Have a go at the 'quick crossword'. Ask someone else to help you. You can always share the prize money!

C Most local newspaper have tips for gardeners. Look for the section in your local newspaper. Make a plan of your gardening year. Use a calender to help you. Check the Gardening Section weekly for practical advice. Keep the articles that interest you.

The weather forecast may also be useful!

D Going on holiday abroad?

Check how much your money is worth against the currency of the country you're going to. Look for the Foreign Exchange Rate table in your newspaper.

If you're not sure how to read the table ask a tutor to help you.

E Do you know 'who's who' in your local newspaper. Look in the newspaper to find out who the following people are:

- the Editor
- the Astrologer
- the film critic
- the T.V. critic
- a sports reporter
- a photographer.

Which people regularly work for the newspaper?

A Unit C 1:1

B Unit C 1:1/6:3

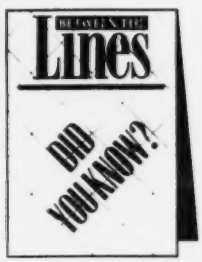
C Unit C 1:1/7:3 Unit N 10:3/13:4

D Unit N 14:3

E Unit C 13:1

BEST COPY AVAILABLE

Did you know tasks plus!



F A newspaper is a great study resource. Choose one of the following topics:

- health • AIDS • Youth and Crime • poverty
- the environment
- energy

. . . or think of your own.

14 *Evening News, Thursday, May 13, 1993*

► ENVIRONMENT

So, how green is your city?

Council to launch 10-day awareness campaign

Find out as much as you can about the topic from your local newspaper. Look out for articles, photographs, t.v. programmes, charts and graphs. Talk to your tutor about how you can use your information to improve your reading, writing and speaking skills.

G Many people do voluntary work. Look out for adverts asking for volunteers in your local newspaper. If you are in a local group or organisation perhaps you need volunteers! Write an advert asking people to join you.

If you run a club or community group, let the newspaper know about it! Write an article about your local group or club. Find out if your newspaper accepts local stories by local people.

VOLUNTEERS NEEDED

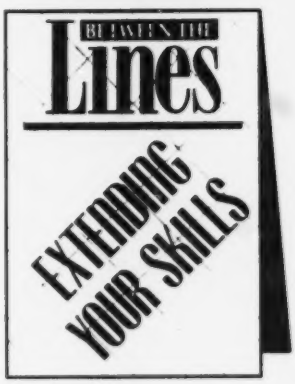
For 1-2 hours per week to commence an Art group for a small number of patients

Loveny Ward,
Lamellion Hospital,
Liskeard 342699.

F Unit C 13:1/13:2/20:1/20:2

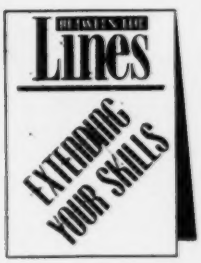
G Unit C 4:1/4:2

SECTION 6



59

Making sense of the headlines!



Use these tasks to:

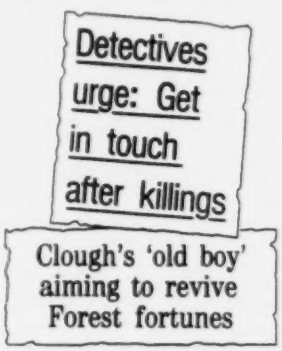
- **read and understand meaning**
- **practise writing in sentences**
- **use and identify key words.**

Headlines are used to get your attention.

Key words are used to catch your eye and to give clues to what the article is about.

Key words get a message across.

Most headlines are not written in full sentences.



Choose 10 headlines from your newspaper.

Write them as full sentences so that their meaning stays clear.

Remember, don't leave any of the key words out!

headline as written in the newspaper	*headline as a full sentence*

Check your work with a tutor.

For more practise using key words. Try the tasks on page 34.

Which headline?

Lines EXTENDING YOUR SKILLS

Use these tasks to:

- **practise reading newspapers.**

Look at these headlines and stories from a newspaper.

Match the headlines with the stories.

Write your answers here:

Headline 1 matches story .....

Headline 2 matches story .....

Headline 3 matches story .....

Headline 4 matches story .....

Headline 5 matches story .....

Headline 6 matches story .....

Discuss with a tutor how you matched the headlines and stories.

- Did you use clues?
- Did you read all the stories?
- Which was the hardest to match?

Fire service's strike threat

3.

Women police 'were harassed'

4.

Car fire

5.

Thieves rigged up a bogus automated bank machine to record account numbers and Pin numbers, then used the information to steal thousands of pounds from customers' accounts.

E.

Mass arrests

2.

MORE than half a police force's women constables were sexually harassed by male colleagues during a six-month period, a survey revealed yesterday.

A.

FIREFIGHTERS' leaders were today expected to call for a strike ballot which could lead to the service's first national stoppage since the 1977-78 dispute.

D.

TWO hose-reels were used by firemen to extinguish a car on fire in Park Road, Newlyn, last week.

B.

Police in Italy, France and Germany arrested 35 people yesterday on suspicion of involvement in a gangland money-laundering ring involving the Sicilian Mafia and their Camorra offshoot in Naples.

C.

Hole in wall eats up cash

1.

Types of news

Between the Lines
EXTENDING YOUR SKILLS

Use these tasks to:

- scan the newspaper for information
- identify different types of news.

There are many different types of news.

For example:

'Paying too much'

BRITAIN'S three million contact lens wearers are being forced to pay through the nose for cleaning and soaking solutions, an MP has claimed. Labour consumer affairs spokesman Nigel Griffiths said he wanted all retail outlets to be allowed to sell the solutions.

this is home news, it is about the UK.

To find the different types of news don't forget to:

- use the index
- look out for page headlines.

In your newspaper find an example of the different types of news listed below.

What is the headline?

Which page was the story on?

headline	*page*	*type of news*
		home news
		world news
		sports news
		local news
		financial or business news
		entertaining news

If you want to practice using indexes. Try the tasks on page 9.

Understanding new words

Between the Lines
EXTENDING YOUR SKILLS

Use these tasks to:

- ► **expand your vocabulary**
- ► **practise using a dictionary**
- ► **feel more confident reading.**

Whilst reading you will often come across new words. They may be difficult to read. You may not know their meaning.

There are 3 ways to find out what a new word is:

- guess by looking at the rest of the sentence for clues
- use a dictionary
- ask someone.

Choose a story from the front page of your newspaper:

- read it carefully
- put a line under the words which are new to you
- try and work out what the words are. Work on your own or with a tutor
- use the 3 ways to help you.

If you guess:

Put a circle round the words that helped you.

If you use a dictionary:

Make a note of the meaning for yourself.

Ask someone to check your work with you.

Try not to let new words stop you from reading. As you become a better reader you will be able to guess more words.

Don't look up every new word. Only the words that you see often.

Don't worry about asking someone. Good readers come across new words too!

Making news

Lines — Extending your skills

Use these tasks to:

- **understand what is included in news stories**
- **find information from reading.**

News stories give 5 types of information. They are answers to the questions:

Who?	the story is about
What?	the story is about
Where?	the story took place
When?	the story took place
Why?	the story is news

Sometimes there is also information about

How?

This information is called the 5 W's.

The 5 W's don't always appear in the same order.
Sometimes one or two may not be used.
The reader may have to use their imagination.

Here is an example: Story A

Colin Jeffrey	= who?
Keeping wheel chair in gas cupboard	= what?
Council flat/Kettering Road	= where?
Complaints from a neighbour	= why?
We don't know	= when?

A

Change of heart

DISABLED Colin Jeffery is celebrating a council's change of heart after his plight was highlighted by the *Chronicle & Echo*.

He had been banned from keeping his wheelchair in a ground-floor gas cupboard at his council flat off Kettering Road, Northampton.

A neighbour complained the chair cluttered up the cupboard and Northampton Borough Council ordered it out.

But neither Mr Jeffery nor his wife was able to carry the new £3,000 electric chair up two flights of stairs to their flat and the cupboard was the only safe storage space. Now the council is sending him written permission to use the cupboard, after inspecting the site.

"I'm very pleased – thanks for the help," said Mr Jeffery, a chronic asthma sufferer. "I don't get out much but we went out for a meal to celebrate after we heard."

B

Snail trail

A green and yellow snail, with a purple mouse on its back, has disappeared from a property in Redannick, Truro.

The garden ornament, which is 2ft. 6in. long, disappeared overnight between Sunday and Monday.

Sometimes the news isn't very serious but the 5 W's are still used.

- How many are in Story B?

Making news

Between the Lines
EXTENDING YOUR SKILLS

Choose 3 stories from your local newspaper.

Find the 5 W's for each one.

Write your answers below:

News story	*1*	*2*	*3*
Headline			
Who?			
What?			
Where?			
When?			
Why?			
How?			

Is there any information about how?

Check your work with a tutor.

Practise writing using the 5 W's and how?

Write a news story about something that has happened to you.

News triangles

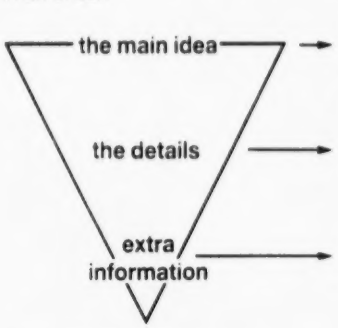
Reading the Lines — Extending your skills

Use these tasks to:

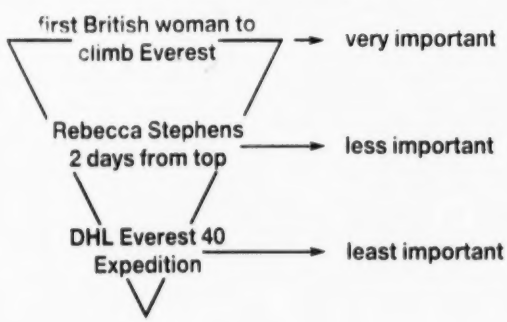
- ► get the main information from a news story
- ► decide what is important in the news.

Before you start try the tasks on page 64.

News stories are written in an order:



For example: Here is the news triangle for this story:



Woman on top of the world

A 31-YEAR-OLD journalist was today poised to become the first British woman to climb Everest after becoming hooked on mountaineering while reporting on an earlier expedition.

Rebecca Stephens is about 5,000ft from the summit of the 29,078ft Nepalese peak at Camp 3, just two days from the top.

She is in the second of two groups of British climbers who are making unprecedented attempts to climb the world's highest mountain as part of the DHL Everest 40 Expedition.

Choose a news story from your local newspaper.

Draw a news triangle for the story.

Are any of the 5 'W's included?

Discuss your work with a tutor.

News in brief

BETWEEN THE Lines

EXTENDING YOUR SKILLS

Use these tasks to:

► **get the main ideas from a news story.**

News in brief is usually on the front page of your newspaper.

It is usually only one column.

They are either:

- short full stories or reports
- outlines of a story that is written in full on another page.

It is a quick way to get an idea of the news.

Look at the example ——————►

Find the News in brief column in your newspaper.

Answer these questions:

- How many full stories are there?
- How many stories are outlines only?
- Which pages are the full reports on?

Choose 2 or 3 stories from the newspaper.

Try and find stories that are examples of:-

- world news
- local news
- home news

Read the stories or reports.

Write an outline for each one.

Give each outline a headline.

Use them to write a 'News in brief' column.

Ask a tutor to check your work.

IN BRIEF

Fire service strike fears

LEADERS of Britain's firefighters are today expected to call for a strike ballot which could lead to the first national stoppage in the service since the bitter dispute of 1977-78.

Delegates at the annual conference of the Fire Brigades Union in Bridlington, Humberside, are virtually certain to ballot 40,000 firemen and women

'Guard' held

A MAN believed to be Philip Wells, 47, "Florida Phil", the security guard sought since 1989 after a £1m currency robbery, has been held in London, police said early today.

Transplant 'first'

A GIRL of two is recovering after undergoing Britain's first combined liver and small bowel transplant. **Page 3.**

Muslims 'jailed'

CROAT forces held about 1,300 Muslims in a military jail in an apparent new wave of ethnic cleansing in Mostar. **Page 8.**

Drugs-crime link

DRUG abuse could be at the heart of the explosion in young crime, a conference of police chiefs was told. **Page 4.**

Pollution threat

INACTION over pollution in the River Aire is threatening tourism developments in West Yorkshire, say lobbyists. **Book Page.**

There are many types of news. Try the tasks on page 62. For practise using an index try page 9.

People in the news

Use these tasks to:

- ► **scan the newspaper for information**
- ► **compare news stories**
- ► **put your views across**
- ► **write a letter to the newspaper.**

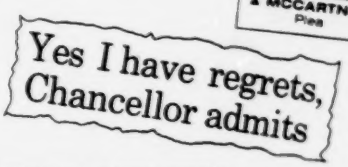
Reading newspapers is a great way to find out about people.

People make serious news and people make gossip.

Often the people who are in the news for the most serious reasons also have gossip written about them.

Whatever your view is – gossip sells!

When was the last time you heard people talking about gossip from the newspaper?



Scan your newspaper for headlines that you think are about gossip.

Make a list of them. Who are they about?

- a politician
- an actor
- a TV personality
- a member of the Royal Family

Look in another newspaper to see if you can find headlines about the same people.

Now read both sets of stories. Is the gossip the same or different in both newspapers?

What is your view? Discuss it with a tutor.

Choose one set of stories about the same person.

Write a letter to the newspaper telling the Editor what you think.

For more letter writing practice. Try the tasks on page 54.

N is for . . .

Use these tasks to:

- **skim for information.**

Find words in your newspaper that begin with N, E, W or S.

Find a word for each of these headings:

Heading	*N*	*E*	*W*	*S*
A place				
The name of a person				
A word with 3 syllables				
A type of food				
A word that describes something				

Write a sentence for each heading or letter using all the words.

Make a word search using one of the headings as a theme. Find the words from the newspaper.

Ask a tutor to check your work.

Horoscopes

Between the Lines
EXTENDING YOUR SKILLS

Use these tasks to:

- **practise reading aloud**
- **practise reading for fun**
- **practise your writing skills.**

Almost everyone reads their horoscope! They can be good fun to read to yourself and to other people.

Find where the horoscopes are in your local newspaper.

Answer these questions:

- Which page are they on?
- Who writes the horoscopes in your paper?
- What is the star-sign for someone who has their birthday on April 26th?

Read your horoscope to yourself.

Answer these questions:

- Is your horoscope good or bad?
- What is the best part of it?

Practise reading the horoscope aloud to a tutor or friend.

Remember horoscopes are fun. It doesn't matter if you make a few reading mistakes. People like reading them together.

Write a horoscope for the following people.

Try and fit them to the things you know about each person.

- your partner or friend
- a member of the Royal Family
- the Prime Minister.

Your stars
with Russell Grant

His daily look at your Horoscope

GEMINI (May 22/June 21):
If things haven't been going well at work and success seems to be passing you by, talk to the boss or a close colleague about your prospects. Tuesday's a fine time for making deals and arrangements for the future.

CANCER (June 22/July 23):
Past pleasures, goals and ambitions no longer have any attraction now, yet there's nothing to fill the void and inspire you. Tuesday's a good time to examine the alternatives and find a new motivation or interest in life.

LEO (July 24/Aug 23):
A flash of inspiration or comprehension puts an end to a mystery or confusion that's been nagging away at the back of your mind. The answers you seek are all buried in your past. Stand by for a revealing insight into your childhood.

VIRGO (Aug 24/Sept 23):
I'm sorry to say all hopes of a tranquil day are totally out of the question. You have duties to attend to before you can think about putting your feet up. Try to avoid your responsibilities and you'll make trouble for yourself.

LIBRA (Sept 24/Oct 23):
You are going to be hard pushed to keep your mind on whatever you're doing on Tuesday so whether you're managing your household or at work concentrating on the job in hand will be extra hard. Have an early night.

BEST COPY AVAILABLE

Extending your skills tasks plus!

Lines
EXTENDING YOUR SKILLS

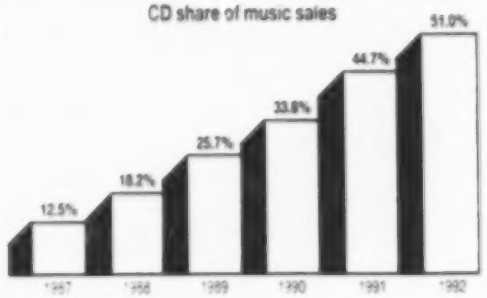
A Use graphs and charts in the newspaper to improve your maths.

Practise reading information.

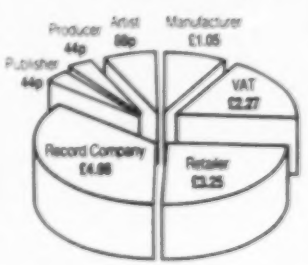
Ask a tutor to explain anything you don't understand.

COMPACT DISC FACTS

CD share of music sales



How £12.99 for a CD is split



B Look for articles and adverts about dieting and personal appearance.

Prepare a short talk to convince people that they should follow advice.

C Expand your vocabulary! Find as many words in the newspaper that are to do with:

- size
- value
- quantity
- time.

D Choose a letter from the newspaper. Write a reply.

E Watch the local or national news on the T.V. Make a note of the main stories. Look in your newspaper for the same day. Find the articles that match the T.V. stories

F Write your own newspaper articles. Write what you believe in. Write your opinions. This is your comment.

Choose:

- a world event
- a sporting event
- a current war
- a political situation

A Unit C 7:3

B Unit N 7:1/7:2

C Unit C 6:1

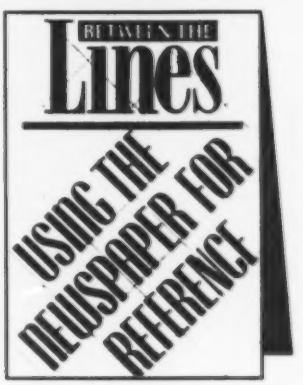
D Unit C 4:1

E Unit C 1:1/12:2

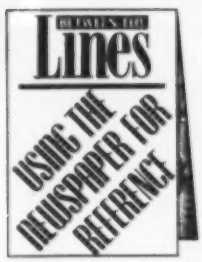
F Unit C 4:3/9:2/15:4

71

SECTION 7



What's on?



Use these tasks to:

- ► practise your skimming skills
- ► get information from a table
- ► work out times
- ► use a key.

Many people use the newspaper to find out what's on the T.V.

Use the index to find the T.V. Guide in your newspaper.

BBC1

3.10 TURNABOUT
3.40 CARTOON DOUBLE BILL
3.50 CHILDREN'S BBC: Pingu
3.55 WILDBUNCH
4.10 GALAXY GOOF-UPS
4.35 THE MOVIE GAME (C)
5.00 NEWSROUND
5.10 BYKER GROVE (C) (R)
5.35 NEIGHBOURS
Doug and Pam desperately try to help Jill and her disturbed son Ross. (C) (R)
6.00 NEWS; (C) Weather
6.30 LOOK EAST or EAST MIDLANDS TODAY
7.00 **ELDORADO**
Ingrid is reluctantly drawn into Marcus' plans. Philippe and Isabelle finally discuss their future together. (C)
7.30 TOMORROW'S WORLD
In the final programme of the series, Prince Charles meets the contenders for this year's Prince of Wales Award for Innovation. (C)
8.00 GROWING PAINS
Trudy and the Hollingsworths begin their cycling holiday in France, but what is Mark up to back in England? Anne Rogers guest stars. (C)

CHRONICLE TV

8.50 TV HEROES
The life and career of former Blue Peter presenter Peter Purves. (C)
9.00 NEWS; (C) Regional News; Weather
9.30 INSIDE STORY
Tom Bower unravels the tangled history of 'Tiny' Rowland, whose corporation Lonhro was described as "this unacceptable face of capitalism." (C)
10.20 BARRY NORMAN AT THE CANNES FILM FESTIVAL
A special report from the prestigious event.
11.00 FILM: MARCH OR DIE (1977)
Romantic melodrama. Gene Hackman stars.
12.45 WEATHER
12.50 CLOSE
2.15 BBC SELECT: ACCOUNTANCY TELEVISION
3.15 BBC SELECT: LEGAL NETWORK TELEVISION
3.45 CLOSE

High hopes

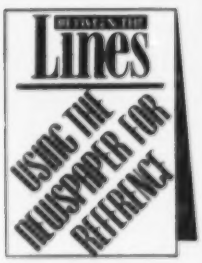
A SPECIAL Film 93 report from the most glamourous of festivals, sees the world once again descend on the South of France. Britain has high hopes of glory with Kenneth Branagh's Much Ado about Nothing and Ken Loach's Raining Stones. **BARRY NORMAN AT THE CANNES FILM FESTIVAL (BBC1, 10.20pm)** looks at these and Peter Greenaway's screening of Baby of Macon.

Among the stars expected to attend this glittering event are Arnold Schwarzenegger for his part in The Last Action Hero and Sylvester Stallone whose latest danger movie is called, Cliffhanger.

- Which programme is on BBC1 at 6.00pm?
- How many programmes are on after midnight?
- Is the News on Teletex or Ceefax?

Capital letters and bold print make the programmes stand out.

What's on?



Choose a channel listing.

Start at the top and quickly glance down to the bottom.

Your eyes will catch the **BOLD** letters.

Find a film.

Answer these questions:

- What is the film called?
- How long does the film last?
- When was it made?
- Who stars in it?
- Do you think the film is worth watching?

See how quickly you can find the following programmes:

- Coronation Street
- News at Ten
- Neighbours
- your local news programme
- a film
- a documentary.

Newspapers also have details of radio programmes.

Find your favourite show.

You may also see these by the programmes:

- (T) = Teletex
- (C) = Ceefax
- (S) = Stereo
- (Rpt) = Repeat.

BBC Northampton (FM:103.6-104.2 MHz) **1.10** Matthew Price. **4.00** Today. **7.00** Steve Riches. **10.00** Les Woodland. **12.00** As Radio 2.

The Hot FM (FM:96.6 MHz) **3.00** Drive Show. **7.00** Mark Franklin. **9.00** Rock. **10.00** Chris Farrell. **1.00** Overnight Success.

Supergold (AM: 1557 kHz) **1.00** Supergold Afternoon. **4.00** Neil Sackley's Drive Show. **7.00** Jukebox. **8.00** Evening Selection. **1.00** Overnight Success.

KCBC (AM: 1584 kHz (189m)) **3.00** Tony Harrison. **6.00** Des Barber's Six-Five Special. **8.00** Tim Haycock. **12.00** Nightwatch.

Radio Nene Valley 7pm The Swing Era with Steve Joyce; **8.0** Wednesday After Eight; **10.0** Andy Cole; Midnight Closedown.

The weather page

Lines
USING THE NEWSPAPER FOR REFERENCE

Use these tasks to:

- **read for information**
- **use symbols to find out information**
- **read a conversion chart**
- **read a table for information.**

The newspaper is a good place to check the weather forecast.

Here is an example of what the weather forecast looks like in a local newspaper.

FORECAST

BY NORWICH WEATHER CENTRE FORECASTER Paul Fielding says the rain should hold off for most of the day.

■ TOMORROW

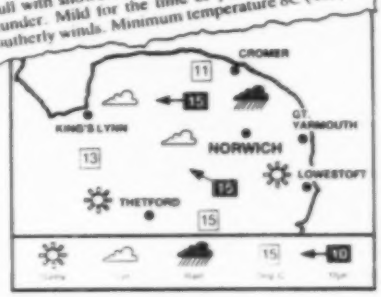
It will start with rain and mist but become brighter during the morning with sunny intervals. During the afternoon, clouds will thicken with a few showers by late evening. Temperatures will rise to 15C (59F) with a moderate south-east winds.

■ TONIGHT

Dull with showers, heavy in places with the risk of thunder. Mild for the time of year with moderate southerly winds. Minimum temperature 8C (46F).

Use the index to help you find the weather report.

You don't always have to read about the weather. Some newspapers have maps for you to look at. Instead of reading words you look at symbols.



Here is the same weather report for Norwich. This time it is a map with symbols.

Use the index to find the weather report in your newspaper.

Find out what the weather forecast is for: • tonight • tomorrow.

Explain to a tutor how you found out.

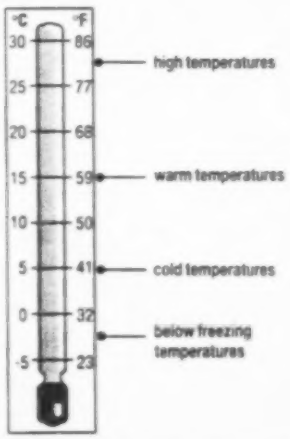
(15) on the map means 15 degrees celsius. That is the temperature.

The temperature is measured in celsius and fahrenheit.

(15) degrees celsius is the same as (59) degrees fahrenheit.

C is short for degrees celsius.

F is short for degrees fahrenheit.



The weather page

BETWEEN THE Lines

USING THE NEWSPAPER FOR REFERENCE

Look at the conversion chart.

Answer these questions:

- If it is 20°C in Norwich what is the temperature in °F?
- Is 30°C hotter or colder than 32°F?

The newspaper also gives weather reports for:

- national weather – the country you live in
- international weather – the rest of the world.

These are usually in a table or a chart.
The temperature will be given for yesterday.

UK YESTERDAY

		C	F			C	F			C	F
Aberdeen	R	14	57	Douglas	S	14	57	Penzance	S	13	55
Ambleside	S	13	55	Eastbourne	S	13	55	Scarborough	F	10	50
Anglesey	S	17	63	Edinburgh	S	14	57	Skegness	S	11	52
Blackpool	S	14	57	Glasgow	F	15	59	Southend	S	12	54
Bournemouth	S	14	57	Jersey	S	14	57	Tenby	S	14	57
Bristol	-	-	-	London	F	12	54	Torquay	F	14	57
Cromer	S	12	54	Manchester	S	16	61	Weston-S-M	-	-	-

KEY: C-Cloudy, D-Dull, Dr-Drizzle, F-Fair, Fg-Fog, G-Gales, R-Rain, S-Sun, Sh-Showers, Sl-Sleet, Sn-Snow, Th-Thunder

WORLD

A'stdam	22	72	clear	London	20	68	clear
Athens	23	73	clear	L Angles	22	71	cdy
Auckl'd	20	68	rain	Madrid	23	73	rain
Bangkok	37	99	clear	Mexico	22	71	clear
B'rlndon	31	87	cdy	Miami	26	79	cdy
B'celona	21	70	rain	M'treal	27	81	clear
Berlin	29	84	clear	Moscow	24	75	clear
B'rmuda	23	73	clear	Nairobi	25	77	rain
Brussels	26	77	cdy	Nassau	27	80	pt cdy
B'dapest	26	79	clear	N Delhi	42	107	clear
B's Aires	19	66	clear	N York	34	92	cdy
Cairo	24	75	cdy	Nicosia	23	73	cdy
Calgary	29	84	clear	Oslo	24	75	clear
Chicago	24	74	clear	Paris	22	72	pt cdy
Cop'hgn	20	67	cdy	Peking	24	75	rain
Dublin	12	63	clear	Perth	19	66	cdy
F'kfurt	27	81	clear	Rio	33	92	clear
Geneva	20	68	rain	Rome	22	72	clear
Helsinki	20	68	clear	S Franc	15	59	rain
H Kong	28	82	clear	S'gapore	32	90	pt cdy
H'nolulu	30	86	clear	St'holm	21	70	clear
Istanbul	16	61	rain	Sydney	21	69	pt cdy
Jakarta	32	90	rain	Tel Aviv	25	77	pt cdy
Jer'slm	20	68	pt cdy	Tokyo	26	79	cdy
Jo'burg	24	75	clear	Toronto	28	83	cdy
Kiev	24	75	clear	V'couver	16	61	cdy
Lima	22	72	clear	Vienna	24	75	clear
Lisbon	18	64	rain	Warsaw	26	79	clear

See if there is a table for the UK in your newspaper.

Using the key write down what the weather was like in London and Manchester.

Look at the table for the world.

Using the key write down what the weather was like in Paris and Delhi.

Over the next week keep a note of the weather report and what really happens for your area.

Are the weather reports correct?

Watch the weather report after the local news on television. Is it the same or different to the newspaper report for the same night?

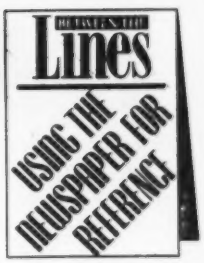
RECREATION

WALKING TOMORROW (Yorkshire Dales): Cloudy and misty with hill fog and drizzle at first. Cloudy throughout the day with one or two showers. **(Lake District):** Cloudy breaking through to allow sunny spells. Dry and warm. **(Peak District):** Cloudy start but sun breaking through later in the day.

SAILING TOMORROW (East Coast): Northeast wind force 5-6, cloudy with some rain visibility moderate. Sea state moderate.

BEST COPY AVAILABLE

Telephone lines – how much do they cost?



Use these tasks to:

- ► **work out the price of telephone calls**
- ► **understand the difference between types of telephone numbers**
- ► **get information from reading.**

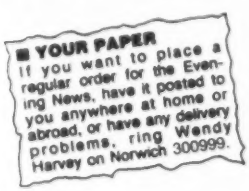
Many newspapers have telephone line adverts.

You can call the number for:

- recorded information
- advice and help

The cost of a call depends on the type of the number.

Here are some examples:


YOUR PAPER
If you want to place a regular order for the Evening News, have it posted to you anywhere at home or abroad, or have any delivery problems, ring Wendy Harvey on Norwich 300999.

Read the adverts.

Answer these questions:

- How much will it cost to phone for a Council Tax Benefit leaflet?
- How much will it cost to hear the gossip about Brookside for 3 minutes cheap rate.
- How much do you think a 3 minute call to Wendy Harvey will be?
  - the same as a 3 minute call in Norwich.
  - the same cost as an 0891 number.

Check your answers with a tutor

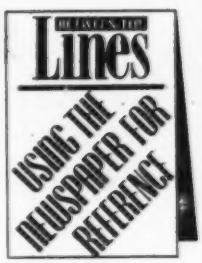
See how many telephone line numbers you can find in your newspaper.

How many are:

- 0891 numbers
- 0800 numbers
- ordinary local numbers

Write a telephone line message for one of the soaps in the advert.

Reference tasks plus!



A Scan the sports page. Write a list of all the towns and cities in the UK that are mentioned. Use the index for a road map or atlas to find all the places on your list.

B Plan a tour or visit for a stranger to your town, village or city. Draw a sketch map of the centre or an area of interest. Find as many photographs, articles and adverts in the newspaper that could be used as part of your guide.

C Look for articles and stories about international news. On a map of the world find the countries and cities that are mentioned.

D Use the sports page of the newspaper to work out:

- how many goals are scored by a local football team in a season.
- the racing form for your favourite horse.

E Next time you are planning to go on a long car journey, look for the details in the Community Information section that will help you.

For example: the weather forecast, road watch reports, lighting up times.

Using a road map, plan the route you will take.

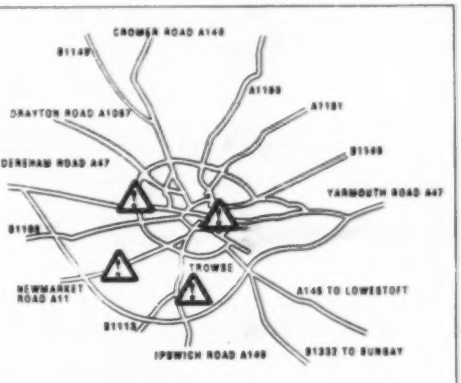
Check the newspaper for any traffic problems, for example, road works or diversions.

Plan how long your journey will take and when you should set off to arrive before dark.

Check to see if the weather forecast is good or not. Will the forecast change the type of journey you will have?

Explain what you have found out to a tutor.

Also try giving directions to someone going on the same journey.



TRAFFIC WATCH

A guide to the places it's best to avoid

■ Lane closure on Newmarket Road between the Cringleford bypass and the outer ring road for work on bus and cycle lane. 30mph speed limit between outer ring road and Poplar Avenue.

■ Right turn restrictions in Newmarket Road into Sunningdale, Branksome Road, Camberley Road and Claremont Road but not all at the same time.

■ Rose Lane will have lane restrictions while cables are laid.

■ Magdalen Street closed to through traffic between Tombland and Cowgate for completion of improvement programme. Access to shops will be maintained.

■ Cattle Market Street, Norwich, near-side upward lane open but offside upward lane and downward lane still closed to through traffic. Traffic diverted via Rose Avenue, Market Avenue, Castle Meadow and Farmers Avenue.

■ Guardian Road closures in place due to roadworks. Off peak only.

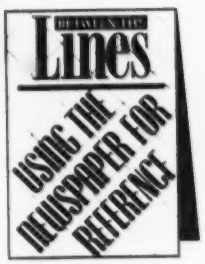
■ Restrictions on Ipswich Road because of work by British Gas. Temporary traffic lights in operation.

A Unit C 6:3

B Unit C 1:1/6:1/7:2 Unit N 6:1

C Unit C 1:1 D Unit C 7:3 E Unit C 1:1/7:1/7:2/7:3 Unit N 5:1/7:1

Reference tasks plus!



F Check the entertainment section for What's On this weekend. Plan a day out for yourself or your family. How much would the whole day cost including meals and transport? Make a record of how much you spend.

G Choose a film in the Cinema Guide or Entertainment Section of your newspaper. Decide which showing you want to go to. Work out how long the film is on for. Use the times on the advert to help you. Work out how much it will cost for you and your family/friends to go. Don't forget to include bus fares and any extras for the trip.

H Look for the cookery article in your local newspaper. Choose a recipe. Work out the amounts of ingredients you will need if you doubled the number of servings.

F Unit N 2:2/2:3/2:4

G Unit N 2:2/2:4/5:1

H Unit N 4:2/4:3

Between the Lines uses source material from local and regional newspapers from different parts of the country as a basis for developing literacy skills. Many of the tasks in the pack can be used in conjunction with the student's own local paper. Developed in open learning format, *Between the Lines* can be used for:

- assignments
- developing skimming and scanning skills
- individual study
- indexing skills.

Tasks in the pack are linked to communication and numeracy competences.

Further copies are available from:

Adult Literacy and Basic Skills Unit
7th Floor, Commonwealth House, 1-19 New Oxford Street, London WC1A 1NU
Tel: 071-405 4017 Fax: 071-404 5038

£16.00

ISBN 1 870741 81 1

ALBSU *The Basic Skills Unit*
Registered Charity No. 327080

50